

**INSTRUCTIONS FOR COMPLETING THE  
PROPOSAL FOR JUVENILE CRIME ENFORCEMENT AND ACCOUNTABILITY  
CHALLENGE GRANT PROGRAM  
PLANNING GRANT**

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***SECTION 1 - COUNTY INFORMATION***

- Enter date of application.
- Check whether individual county or regional (multiple counties) application.
- Enter county name, or county names if regional application.
- Enter name of Chief Probation Officer/Chair of the Juvenile Justice Coordinating Council. NOTE: ONLY ONE CAN BE DESIGNATED FOR A REGIONAL APPLICATION.
- Enter telephone and facsimile numbers, name of department, and address of Chief Probation Officer/ Chair of the Juvenile Justice Coordinating Council.
- Enter name and title of designated Contact Person. NOTE: ONLY ONE CAN BE DESIGNATED FOR A REGIONAL APPLICATION.
- Enter telephone and facsimile numbers, name of department, and address of Contact Person.

***SECTION 2 - COST SUMMARY***

- NOTE: COUNTIES ARE NOT REQUIRED TO PROVIDE LOCAL MATCH.
- Enter amount of state funds sought through this application. (Up to \$15,000 if updating existing plan, up to \$33,000 for new plans by counties not previously awarded JCE&ACG planning grants.)
- Counties are encouraged to identify matching funds obtained from other sources. Matching funds can be “Hard”, such as cash to support these planning activities from other local, state or federal programs, or “In kind” such as personnel, services, supplies etc. However, no identification of match is required, and planning grant applications will not be disadvantaged if they do not identify matching funds.
- Identify total amount of funds to be utilized for the development of the proposed plan, and the percentage that each funding source/component represents of the total cost.

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***SECTION 3 - DETAILED BUDGET***

Provide a **SEPARATE** cost breakdown detailing how **STATE FUNDS** and **MATCH OR OTHER FUNDS** are to be expended for activities necessary to update or develop the Local Action Plan. Items/activities eligible for grant funding are as follows:

- County Staff Costs are limited to salary and benefits.
- Travel and Per Diem Costs for county staff are limited to within the state, and must be consistent with county policy.
- Administrative Overhead for such purposes as printing, copying, mailing, telephone calls (and equipment rental as necessary), not to exceed 10% of total grant amount.
- Costs to pay a professional consultant to prepare a response to the planning grant RFP are not allowable; however, costs to pay for professional consultant services are eligible for payment with the award of planning grant funds. Consultants may be used primarily to develop a proposed program or to augment county staff in the development of a program. Travel and Per Diem Costs for these services are limited to within the state, and must be consistent with county policy.
- Other costs (please describe).

***SECTION 4 - JUVENILE JUSTICE COORDINATING COUNCIL***

Identify the members of the Juvenile Justice Coordinating Council by listing their names, titles, and organizations. AB 2261 (Chapter 325, Statutes of 1998) provides required membership (see attached).

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***SECTION 5 – ABSTRACT and NARRATIVE***

Develop a one page abstract, summarizing the key points of the planning activities associated with updating or developing the Local Action Plan.

Develop a narrative of not more than 10 pages which includes:

A **PROBLEM STATEMENT** describing the current condition of the local justice system and how/why these conditions need to be addressed.

A brief **HISTORY** of the activities which have occurred in the past 5 years to address juvenile crime enforcement including prevention, intervention, supervision, treatment, incarceration, and out-of-home placement of juvenile offenders. If your county was awarded past JCE&ACG planning or demonstration grants, please describe to what extent previously identified strategies have been implemented. This history should also include a description of current resources available for the listed interventions.

**LOCAL OBJECTIVES** that will address the overall goal for coordinating councils to develop a comprehensive, collaborative and integrated plan providing an effective continuum of responses for at risk and juvenile offenders. Describe the local objectives to be established that will address this goal, as well as the above-stated problems.

A **METHODOLOGY** that describes the process by which the coordinating council will proceed with the development of a Local Action Plan or the updating of an existing plan, and assurance the council is broad-based enough to address the planning goal.

A clear **DESCRIPTION OF PLANNING ACTIVITIES** associated with the development or updating of the **LOCAL ACTION PLAN** including, but not limited to:

- Specific Activities.
- Timelines.
- Description of each product with associated completion date and how the planning process will be evaluated.
- An assessment of the likelihood that the results of the planning process will be attainable, based upon current resources, and realistic, based upon securing demonstration grant funds. Also describe the county's readiness to proceed with the planning process.

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***SECTION 6 - BOARD OF SUPERVISORS RESOLUTION***

Attach a Board of Supervisors Resolution authorizing application for the Juvenile Crime Enforcement and Accountability Challenge Grant Program - Planning Grant (see attached sample). The resolution shall contain, at a minimum, the following:

- Joint Powers Agreement, if a multiple county (regional) application.
- Identify Chief Probation Officer/Chair of the Juvenile Justice Coordinating Council.
- Authorization for the Chief Probation Officer/Chair of the Juvenile Justice Coordinating Council to sign the application for funding, as well as grant contract, amendments, and/or extensions.
- Identification of Juvenile Justice Coordinating Council Members.
- Assurances that the County will adhere to Board of Corrections (BOC) requirements and terms of contract in expenditure of grant funds.
- Assurances that final planing products will be developed and provided to BOC, in a format determined by the BOC, not later than March 1, 1999.
- Assurances that the County will invoice the Board of Corrections for all grant costs not later than June 30, 1999.

If you are unable to secure the above resolution by October 16, 1998, please submit a certification (see attached sample), signed by the Chief Probation Officer. The certification should indicate that the required resolution has been scheduled for consideration, and acknowledged that an award of funds by the BOC, is contingent upon the adoption of the required resolution by the county Board of Supervisors. Please note, county invoices for grant funds **will not be paid** until the above resolution is on file with the BOC.

